APPLICATION INSTRUCTIONS

2014-2015 NEAR EAST, SOUTH ASIA, & SUB-SAHARAN AFRICA UNDERGRADUATE EXCHANGE PROGRAM

APPLICATION DEADLINE:
FEBRUARY 10, 2014
12:00 PM

Please submit your completed application electronically to
MaputoEdAdvising@state.gov

A program of the
Bureau of Educational and Cultural Affairs
U.S. Department of State

2014-2015 NESA UGRAD Application Instructions

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ACADEMIC PROGRAM

The Near East, South Asia, and Sub-Saharan Africa Undergraduate Exchange Program, NESA UGRAD, is a part of GLOBAL UGRAD, a program of the Bureau of Educational and Cultural Affairs, U.S. Department of State. NESA UGRAD will award scholarships to outstanding students from countries in the Middle East, North Africa, South Asia, and Sub-Saharan Africa for one-year of undergraduate, non-degree studies programs in the United States at a diverse network of accredited two- and four-year institutions. Participants will be enrolled full-time and will live on-campus with an American roommate. Participants **will not** select host institutions and placements will not be changed. Possible fields of study include, but are not limited to, the humanities, arts, social sciences, mathematical science, natural and physical sciences, and applied science. Examples of past fields of study can be found on page four.

PROFESSIONAL TRAINING

Community Service: To expose participants to the principles of community service and social responsibility in the United States, NESA UGRAD participants will be required to perform a minimum of 20 hours of community service at local organizations during their first term.

Part-Time Internship: Internships provide an essential opportunity for participants to gain professional experience and skills that can be applied to their future careers in their home countries. NESA UGRAD participants will be required to intern a minimum of 8 hours per week during their second semester. Each participant's internship must be related to their field of study stated in their application. Internships will be unpaid and take place in the local community.

ELIGIBILITY REQUIREMENTS

Competition for the NESA UGRAD program is merit-based. Candidates will be considered without respect to race, color, religion, national origin, or gender. Persons with disabilities are encouraged to apply. The competition is open to anyone who:

- Is a citizen, national or permanent resident qualified to hold a valid passport issued by the country from which applicant is applying;
- Is completing his/her final year of secondary school or enrolled in first-, second-, third-, fourth-year full-time undergraduate study at the time of application at a registered academic institution in his/her country and is in good academic standing.
- Fourth-year students must have an additional term of study to complete at their home institution upon completion of the NESA UGRAD program;
- Part-time students or correspondence students are not eligible;
- Is between the ages of 18-25;
- Submits a complete application with **all required documents** by the application deadline;
- Is able to begin the academic exchange program in the United States in August 2014;
- Is able to receive and maintain a J-1 visa;
- Is committed to returning to his/her home country after completion of the program; and
- Is proficient in spoken and written English at the time of application; it is recommended that participants have a minimum TOEFL score of 500 (paper-based test) or 61 (internet-based test) for placement purposes. The recommended minimum score for the IELTS is 5.0.

Individuals in the following circumstances are **not** eligible for the NESA UGRAD Program:

- U.S. citizens and permanent residents of the United States;
- Individuals currently participating in academic, training, or research programs in the United States;
- Individuals currently residing or working outside of their home country;
- Individuals who will complete their undergraduate degree prior to August 2014;
- Individuals who are younger than 18 years old or older than 25 years old prior to August 2014;
- Individuals who have participated in an exchange visitor program sponsored or funded by the U.S. government for a period of more than six weeks and who have not fulfilled their two-year home residency requirement by the time of application;
- Individuals who have applied for U.S. permanent residency in the past three years;
- Local employees of the U.S. missions abroad who work for the U.S. Department of State during the period of their employment and for one year following the termination of employment;
- Immediate family members of U.S. Department of State employees for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents;
- Persons arrested for, charged with, or convicted of a crime (excluding minor traffic violations); and
- Current employees of affiliated cooperating agencies/consultants and their immediate family members (spouses, parents, children, and siblings) for a period of one year following the termination of such employment.

The U.S. Department of State and the cooperating agency reserve the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible.

Under the terms of the grant and the laws governing the J-1 visa required for participation in the NESA UGRAD Program, participants must return to their home country immediately upon completion of the program for a period of at least two years. Participants are not eligible for visa extensions under any circumstances. No exceptions will be made.

Applications not meeting the above eligibility requirements will not be forwarded to the selection committee.

PROVISIONS OF THE GRANT

If selected, the NESA UGRAD Program will cover a participant's:

- J-1 visa support;
- Round-trip coach class travel from participant's home city to host institution in the United States;
- Health benefits;
- Tuition and mandatory university fees (including required books and supplies);
- Room and board (housing and meals);
- Settling in allowance;
- Monthly maintenance allowance; and
- Other special allowances where applicable.

SELECTION PROCESS AND CRITERIA

The NESA UGRAD Program is conducted as a merit-based open competition. All eligible applications will be reviewed by a panel of academic specialists and/or academic exchange specialists. Selected semi-finalists must be available for in-person or telephone interview between February 11 and February 18, 2014. Selected finalists must be available to take the TOEFL exam on March 14, 2014 in Maputo. The Bureau of Educational and Cultural Affairs at the U.S. Department of State will make the final selection of participants. All applicants will be notified of their status by June 2014.

Selection panels will use the following criteria to evaluate applications (not in order of importance):

- Academic excellence
- Cross-cultural interest
- Demonstrated leadership potential
- Demonstrated proficiency in written and spoken English
- Flexibility and suitability as an exchange student
- Commitment to returning to their home country after completion of the program
- Preference will be given to students that represent disadvantaged and underrepresented communities with no prior experience outside their countries

APPLICATION SUBMISSION PROCESS

Completed applications must be scanned and submitted electronically to the U.S. Embassy Public Affairs Section at MaputoEdAdvising@state.gov with the subject line "2014 UGRAD Program". **The deadline for applications to be submitted for the NESA UGRAD Program is 12:00 pm on Monday, February 10, 2014. Incomplete, late, or paper applications will not be accepted.** Applicants will receive a confirmation of receipt by e-mail. Due to the high volume of applications expected, explanations of selection decisions will not be provided. Applications will also not be returned to applicants after the end of the competition.

APPLICATION INSTRUCTIONS

General Instructions:

- **Information typed into the application form will not be saved on a computer.** Once you have started the application, you will not be able to save your data and return to it later. You must either print out the application form and complete it by hand (writing ***neatly*** in black ink) or complete the form in its entirety on a computer and then print it out.
- Please answer **ALL** questions on the application in English.
- **Include your full, legal name, family name (surname) as written on official documents.**
- Do **NOT** leave any spaces blank. If a question does not apply to you, enter "N/A" (not applicable).
- Include complete contact information (including index codes for all addresses and city/country codes for all phone and fax numbers).
- Please note that all forms and supporting materials should be typed and submitted with the completed application. If it is not possible to provide typed materials, then handwritten applications must be ***neatly*** printed in black ink.

SPECIFIC INSTRUCTIONS

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Question 13 – Testing: **Only applicants selected as finalists are required to take the TOEFL**; they will be provided TOEFL testing free of charge. However applicants who have taken the TOEFL in the past should submit a copy of their score report with their application. Selected finalists **MUST** provide the results of the TOEFL (or ITP TOEFL or IELTS) exam, as well as a copy of the test results for university placement purposes. Finalists who do not submit TOEFL (or ITP TOELF or IELTS) scores will be considered ineligible. U.S. institutions require TOEFL (or ITP TOEFL or IELTS) scores for admission purposes.

If you have taken the GRE or GMAT exams, please provide your score results as well as a copy of the results with your application. Please note that the GRE and GMAT scores are not required for your application and do not make you a more competitive participant. Costs associated with the GRE and GMAT will not be reimbursed on this program. However, if scores are available, they can be used during the placement process and, therefore, should be reported.

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Question 15 – Contact Information: Please provide contact information in English rather than your native language. Should you be selected for the program, this information may be needed by our U.S. partners should an emergency arise.

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Question 16 – Proposed Field of Study in the U.S.: Please indicate the specialization that most closely matches your current specialization or your future career interests. Below are some of the possible fields of study for the NESA UGRAD Program. Other fields will also be considered.

- Accounting
- Agriculture
- Anthropology
- Biology
- Business
- Chemistry
- Computer science
- Criminal justice
- Economics
- Education
- Engineering
- Environmental management
- Geology
- Hospitality management
- International relations
- Journalism
- Law
- Mass Communications
- Physics
- Political Science
- Psychology
- Sociology
- Urban planning
- U.S. studies

Note: Applicants cannot change their intended field of study after the application process. Students completing an internship must complete an internship in their proposed field of study in the U.S.

Question 18 – Present Course Year: To determine the appropriate placement at a U.S. host institution, the cooperating agency needs to determine the level of academic study you will have completed as of the start of the program. You need to check the box that lists your present course year.

Fourth-year students must have one or more terms to complete at their home institution after completion of the NESA UGRAD Program. Students who have completed their undergraduate coursework prior to arriving in the U.S. are not eligible.

Those students who have completed secondary school at the time of the application submission and are enrolled in undergraduate coursework MUST include a copy of your high school diploma and final exam results with an English translation. You MUST also submit a copy of your university transcript with an English translation.

For those students that have not completed secondary school by the time of the application, please include a copy of high school transcripts with an English translation.

English translations of academic records must be accurate and can be done by the applicant.

Question 20 – Current Specilization/Major in Home Country: Indicate the main subject you are currently (or intend to be) studying at your home university as "Current Specialization/Major Field of Study." Please refer to the list of possible fields of study above for examples.

Question 22 – Extra-Curricular Activities: List your participation in extracurricular, non-academic activities which can include, but not limited to, jobs or internships, community service, clubs or organizations, sports, or cultural activities. Include your role in the activity. For example:

Location/Institution/Contact	*Type of Activity*	*Date of Participation*
Rotary Club	Membership Chairperson	Jan. 2006-Dec. 2006

ADDITIONAL FORMS

The following additional forms are considered part of the application and must be submitted together with the application form, transcripts, and TOEFL/IELTS score report (if applicable) by the deadline.

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Supplemental Form: The supplemental form requests additional information about you and your family. As part of the supplemental form, we ask that you complete a personal statement in English that is a **minimum** of 450 words, but not to exceed 2 typed pages. The personal statement is an essential part of the selection process and of your application for placement at an appropriate institution. Please be sure to include any details that highlight your personality and individuality. Sample questions are provided on the supplemental form to assist you.

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Recommendation form: Applicants must include 2 letters of recommendation completed by 2 different people. If the recommendation form is completed in a language other than English, there must be an accurate translation, which may be done by the applicant. The form may be completed by

a supervisor, a professor/academic advisor/dean, or a community leader who knows the applicant well and is familiar with the applicant's academic and/or professional work. Relatives and friends of the applicant may not complete this form.